



United States
**Office of
Personnel Management**

Washington, D.C. 20415

In Reply Refer To:

Your Reference:

SEPTEMBER 19, 1980

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Next month, the Commission on Executive, Legislative, and Judicial Salaries (the "quadrennial commission") will begin its task of preparing recommendations to the President on new pay rates for top Federal officials. On the basis of the Commission's recommendations, the President will submit proposed new pay rates to Congress this coming January, and these rates will go into effect in March and April if they are approved by Congress.

In order to assist the Commission in this important work, the Office of Personnel Management is preparing information on the current pay situation for top executive branch jobs, including the Executive Schedule, the Senior Executive Service, and the higher grades of the General Schedule. To help us in this, we would like your department or agency to provide us with an assessment of the impact the executive pay situation has had on your operations since October 1978.

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Specifically, we would like to know what effect the executive pay situation has had on:

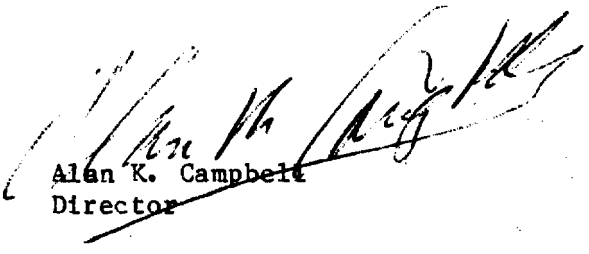
- (1) the recruitment of executives, particularly from outside the Government;
- (2) the retention of executives, particularly with reference to retirements and to departures to the non-Federal sector;
- (3) the mobility of executives, including the willingness of lower-graded employees to seek promotions to executive positions which require a geographic relocation;
- (4) the morale and performance of executives, including any problems in motivating high quality performance; and
- (5) the overall effectiveness of your department or agency in the management of Federal programs.

For each item, it is very important that your answer be as specific and detailed as possible, since concrete examples and hard data will be much more useful to the Commission than impressionistic statements.

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Because the Commission has less than two months to complete its work, it is very important that we have this data as soon as possible, and we are asking that in any event you respond no later than October 3. Any questions may be addressed to Donald J. Winstead on 632-5530.

I greatly appreciate the cooperation I know you will give us on this important matter.


Alan K. Campbell
Director

cc: Assistant Secretaries for Administration
Directors of Personnel

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